STATE/COMMONWEALTH APPLICATION FOR

NATIONAL CERTIFICATION EXAMINATION FOR ADDICTION COUNSELORS

Eligibility and Background Information

I. TREATMENT OR MODALITY YOU PROVIDE:

- O Inpatient only
- O Outpatient only
- O Inpatient and outpatient
- O Halfway house
- O Other

J. PROFESSIONAL BACKGROUND:

- O Counselor
- O Rehabilitation Therapist
- O Administrator
- O Social Worker
- O Psychologist
- O Nurse
- O Physician other than Psychiatrist
- O Psychiatrist
- O Clergy
- O Other

K. EXPERIENCE IN ALCOHOLISM AND ADDICTION COUNSELING:

- O Less than 3 years
- O 3 years
- O 4 years
- O 5 years
- O 6 to 10 years
- O More than 10 years

L. HIGHEST ACADEMIC LEVEL:

- O Less than high school graduate
- O High school graduate or equivalent
- O Vocational or technical school graduate
- O Some college
- O Associate degree
- O Bachelor's degree
- O Master's degree
- O Doctoral degree
- O Other

M. IN WHICH OF THE FOLLOWING ARE YOU LICENSED OR HOLD CERTIFICATION OR REGISTRATION?
(Darken all that apply.)

- O Social work
- O Psychology
- O Counseling
- O Medicine
- O Nursing
- O Employee asistance programming
- O Marriage and family therapy
- O Other

Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your certification.

Race:

- O African American
- O Asian
- O Hispanic
- O Native American
- O White
- O Other

Age Range:

- O Under 25
- O 25 to 29
- O 30 to 39
- O 40 to 49
- O 50 to 59
- O 60+

Gender:

- O Male
- O Female

Release Authorization

Must be completed by all candidates authorizing release of test results to a state/commonwealth.

State/Commonwealth

Please print the two letter state/commonwealth abbreviation in the boxes provided. For Bureau of Prisons print "BP".

I hereby authorize the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NCC) to release the results of my Certification Examination for Addiction Counsleors to the state/commonwealth indicated. I understand that these test results will be used only for state/commonwealth certification at this time.

CANDIDATE SIGNATURE: _____ ***DATE:*** _____

Candidate Signature

I have read the Candidate Information Leaflet and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with the Leaflet and is accurate, correct, and complete.

CANDIDATE SIGNATURE: _____ ***DATE:*** _____

Office Use Only

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	0

State Board Approval

Level I O
Level II O

APPROVED BY: _____ ***DATE:*** _____
State Board Representative Signature

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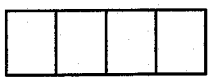

STATE/COMMONWEALTH APPLICATION FOR NATIONAL CERTIFICATION EXAMINATION FOR ADDICTION COUNSELORS

MARKING INSTRUCTIONS: This form will be scanned by computer, so please make your marks heavy and dark, filling the circles completely. Please print uppercase letters and avoid contact with the edge of the box. See example provided. →

A B C D E F 1 2 3 4 5 6

Candidate Information

Print your LAST NAME then FIRST NAME then MIDDLE INITIAL

Number and Street

Apartment Number

City

State/Commonwealth

Zip/Postal Code

Daytime Phone

Evening Phone

E-mail Address

Choice of Examination Language:

O English O Spanish

Examination Date:

O March O June O September O December

Eligibility and Background Information

Darken only one choice for each question unless otherwise directed.

A. FOR WHICH EXAMINATION ARE YOU APPLYING?

O Level I O Level II O MAC

B. HAVE YOU TAKEN THIS EXAMINATION BEFORE?

O No O Yes

If yes, indicate month, year, and name under which the examination was taken.

Date (month/year): _____

Name: _____

C. ARE YOU CURRENTLY CERTIFIED IN ADDICTION COUNSELING BY NCC?

O Level I O Level II O MAC O None

D. ARE YOU A MEMBER OF NAADAC?

O No O Yes

(NOTE: Membership is not required.)

E. HOW DID YOU ACQUIRE YOUR ALCOHOLISM AND DRUG ABUSE COUNSELING TRAINING?

O Specialty training in alcoholism/drug abuse counseling
O Specialty training as part of a degree program
O Alcoholism/drug abuse counseling course as part of degree program
O Continuing education courses
O On-the-job training
O Other

F. IN WHAT TYPE OF SETTING DO YOU PRACTICE?

O Private practice
O Private treatment center
O Halfway house
O Hospital program
O State/federal agency
O Employee assistance program
O Other

G. IN WHICH OF THE FOLLOWING DO YOU SPEND AT LEAST TEN HOURS PER WEEK?

O Counseling clients with alcohol/drug-related problems
O Other counseling
O Clinical supervision
O Assessment and referral
O Prevention/Community service
O Outreach
O Research/Evaluation
O Administration
O Professional and staff development
O Other

H. PERCENT OF WORKING TIME CURRENTLY SPENT IN ALCOHOLISM AND DRUG ABUSE COUNSELING:

O Less than 25% O 51 to 75%
O 25 to 50% O More than 75%

(Continue on page 2)

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6. Relapse
7. Suicide
8. Dual/Multiple Diagnosis
9. Survivors of Abuse
10. Chronic Illness and Communicable Diseases
11. Disabilities
12. Criminal Justice

III. THEORETICAL BASE OF COUNSELING

A. Addiction Counseling
1. Core Skill Groups
   a. Treatment Admission
   b. Clinical Assessment
   c. Ongoing Treatment Planning
   d. Counseling Services
   e. Documentation
   f. Case Management
   g. Discharge/Continuing Care
   h. Legal, Ethical, and Professional Growth
2. Disease Model and Stages
3. 12 Step Philosophy
4. Relapse Prevention
5. Family
   a. System Theory
   b. Children of Alcoholics/Addicts
   c. Co-Dependency
   d. Abuse Issues
      1. Sexual
      2. Physical
      3. Psychological

B. Human Growth and Development
1. Life Stages
   a. Childhood
   b. Adolescence
   c. Adulthood
   d. Geriatrics
2. Cultural Differences
3. Gender Issues

C. Behavioral/Cognitive/Analytical Theories
1. Cognitive Approaches
   a. Rational Emotive Psychotherapy
   b. Cognitive Theory
2. Learning Theory Approaches
   a. Reinforcement Theory and Psychoanalytic Therapy
   b. Behavior Therapy
   c. Social Learning Approach
   d. Cognitive - Behavior Modification
3. Psychoanalytic Approaches
   a. Psychoanalysis
   b. Psychoanalytic Therapy
4. Perceptual - Phenomenological Approaches
   a. Transactional Analysis
   b. Gestalt Therapy
   c. Client Centered Therapy

IV. PROFESSIONAL ISSUES

A. Law and Regulation
1. Patient Rights
   a. Confidentiality
   b. Informed Consent
   c. Reporting
      1. Child/Spousal Abuse
      2. Duty to Warn
2. Discrimination
3. Drug Testing
4. Methadone Regulations
5. Recordkeeping and Documents
6. Infectious Disease
   a. HIV
   b. Hep B
   c. TB
   d. STD's
7. Continuous Quality Improvement
8. Federal Controlled Substances
9. Department of Transportation Regulations
10. Managed Care

   a. Utilization Review
   b. Outcome Studies

B. Ethics
1. Non-Discrimination
2. Counselor Responsibility
3. Competence
4. Legal and Moral Standards
5. Public Statements
6. Publication Credit
7. Client Welfare
8. Confidentiality
9. Client Responsibility
10. Interprofessional Relationships
11. Remuneration
12. Societal Obligations

C. Supervision
1. Administrative
2. Clinical

D. Research and Outcome Studies

SAMPLE QUESTIONS

1. In the early stage of alcoholism, the drinker is
   1. unable to stop drinking.
   2. drinking in the morning.
   3. completely out of control.
   4. likely to experience a blackout.
2. Most drugs taken by the oral route of administration are primarily absorbed in the
   1. mouth.
   2. stomach.
   3. small intestine.
   4. large intestine.
3. A program must allow the court to see a client's file when
   1. a subpoena is presented.
   2. a court order is presented.
   3. the client verbally requests it.
   4. any involved attorney requests it.
4. What is the most common method for administration of marijuana?
   1. Eating
   2. Smoking
   3. Injection
   4. Free basing
5. An effect of cocaine that contributes to its abuse potential is its
   1. long half-life.
   2. long duration of action.
   3. short duration of action.
   4. slow absorption into the brain.
6. Which of the following has the greatest influence on the effects of alcohol?
   1. Time of day
   2. Height of the individual
   3. Body weight of the individual
   4. Amount of food in the stomach

Correct Answers to Sample Questions
1.4; 2.3; 3.2; 4.2; 5.3; 6.3

BIBLIOGRAPHY

The following reference material is suggested for use in the preparation for National Certification Examination in the areas of alcohol and/or drug abuse counseling.

Alcoholics Anonymous. (Current Edition). AA World Services, Inc.

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Bissell, Le Clair and J. Royce. Ethics for Addiction Professionals. Hazelden, 1994.

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Physicians' Desk Reference. Medical Economics Data, Current Edition.

Radcliffe, Anthony, M.D., Peter Rush, Carol Florror-Sites, and Joseph Cruz, M.D. Pharmer's Almanac II. MAC Publishers, 1988.

Rogers, Ronald R. and C.S. McMillan. Don't Help. A Guide to Working with the Alcoholic. Madrona Publishers, 1988.

Sandmaier, Marian. The Invisible Alcoholics. Women and Alcohol Abuse in America. 2nd Edition. McGraw-Hill, 1992.

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Sumavar, Larry and R. Parter. Intercultural Communication: A Reader. Wadsworth Publishing, Co., Belmont, CA 1988.

United States Pharmacopeia, Complete Drug Reference. Consumer Reports Book, 1994.

U.S. Government. Procedures for Transportation Workplace Drug Testing Programs. 49 Code of Federal Regulations (CFR), Part 40. Department of Transportation, 1991.

Williams, Janet B.W., Ed. Diagnostic and Statistical Manual of Mental Disorders. 4th Edition, (DSM IV), American Psychiatric Association, 1994.

For purposes of clarifying the scope of practice of addiction counselors to certification candidates and to the general public, addiction is defined as the condition or state wherein an individual is physiologically and/or psychologically dependent upon alcohol and/or other drugs.

NATIONAL CERTIFICATION EXAMINATIONS FOR ADDICTION COUNSELORS LEVEL I LEVEL II MAC

State/Commonwealth Candidate Information Leaflet

SPRING 2008 TESTING PERIOD
First Day of Testing: Saturday, March 8, 2008
Last Day of Testing: Saturday, March 15, 2008

SUMMER 2008 TESTING PERIOD
First Day of Testing: Saturday, June 7, 2008
Last Day of Testing: Saturday, June 14, 2008

FALL 2008 TESTING PERIOD
First Day of Testing: Saturday, September 6, 2008
Last Day of Testing: Saturday, September 13, 2008

WINTER 2008 TESTING PERIOD
First Day of Testing: Saturday, December 6, 2008
Last Day of Testing: Saturday, December 13, 2008

NCAC MAC

PTC
PROFESSIONAL TESTING CORPORATION®
1350 BROADWAY . 17TH FLOOR
NEW YORK, NEW YORK 10018
(212) 356-0660

ADMINISTRATION: The certification program is sponsored by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NCC). The Certification Examinations for Addiction Counselors Level I, Level II, and MAC are administered for the NCC by the Professional Testing Corporation (PTC).

COMPLETION OF APPLICATION: Complete or fill in as appropriate ALL information requested on the Application. Mark only one response unless otherwise indicated.

Mail completed Application with the Application fee to be received by the deadline to the appropriate representative for your agency or state. **Note: Fees, deadline information, and mailing address for completed Applications will be provided by your state representative.**

EXAMINATION ADMINISTRATION: The National Certification Examination for Addiction Counselors is administered during an established one-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by LaserGrade Computer Testing, Inc. LaserGrade has over 700 testing sites in the United States as well as other countries. Scheduling is done on a first-come, first-serve basis. To find potential testing centers near you visit: **www.lasergrade.com** or call LaserGrade at (800) 211-2754. **Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.**

SCHEDULING YOUR EXAMINATION APPOINTMENT: Within 6 weeks prior to the first day of the testing window, you will be sent an Eligibility Notice. The Eligibility Notice plus photo identification must be presented in order to gain admission to the testing center. A candidate not receiving an Eligibility Notice at least three weeks before the beginning of the one-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates in which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

It is highly recommended that each candidate becomes familiar with the testing site.

It is the candidate's responsibility to call Lasergrade to schedule the exam appointment.

SPECIAL NEEDS: Special testing arrangements may be made for special needs individuals submitting the Application, examination fee, and a letter describing the nature of the disability and the special accommodations needed for testing. Requests for special testing needs individuals must be received at least EIGHT weeks before the testing period begins.

CHANGING YOUR EXAMINATION APPOINTMENT: If you need to cancel your examination appointment or reschedule to a different date within the one-week testing period you must contact LaserGrade at (800) 211-2754 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment.

If you fail to arrive for your appointment you will forfeit your testing fee.

RULES FOR THE EXAMINATION:

1. No signaling devices, including pagers, cellular phones, and alarms, may be operative during the examination.
2. No books or other reference materials may be taken into the examination room.
3. Simple, non-programmable calculators are permitted. A calculator is also available on screen if needed.
4. No questions concerning content of the examination may be asked during the testing period. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.

REPORT OF RESULTS: Candidates will be notified by PTC within four weeks of the closing of the testing period whether or not they have passed the examination. Scores on the major areas of the examination and on the total examination will be reported. Candidates will receive a notification letter from their state representative regarding their state certification status.

REEXAMINATION: Candidates wishing to retake the examination may do so upon filing a new Application and fee. There is no limit to the number of times the examination may be repeated.

CONFIDENTIALITY: Test scores will be released in writing only to the individual candidate and the state or agency authorized by the candidate to receive the results. Any questions concerning test results or the certification process should be referred to your state or agency representative.

CONTENT OF THE EXAMINATION:

1. The Certification Examinations for Addiction Counselors are written examinations each composed of a maximum of 250 multiple-choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline starting on page 3 of this leaflet.
3. The questions for the examination are obtained from individuals with expertise in alcoholism and drug abuse counseling and are reviewed for construction, accuracy, and appropriateness by the NCC.
4. The NCC, with the advice and assistance of the Professional Testing Corporation, prepares the examinations.

5. The National Certification Examinations for Addiction Counselors will be weighted in approximately the following manner:

		Level I	Level II	MAC
I.	Pharmacology of Psychoactive Substance	30%	25%	35%
II.	Counseling Practice	40%	25%	30%
III.	Theoretical Base of Counseling	15%	25%	0%
IV.	Professional Issues	15%	25%	35%

CONTENT OUTLINE

I. PHARMACOLOGY OF PSYCHOACTIVE SUBSTANCES
- A. Definitions of Pharmacology
  - 1. Relationship to Addiction Counseling
  - 2. Content Areas of Pharmacology
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
      - 1) Antabuse
      - 2) Use of Pharmaceuticals
- B. Drug Classification
  - 1. Alcohol
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 2. Depressants
    - a. Terminology
      - 1) Anti-Anxiety (Minor Tranquilizers)
      - 2) Barbiturates
      - 3) Sedatives-Hypnotics
      - 4) Psychotropics(Major Tranquilizers)
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 3. Cocaine
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 4. Other Stimulants
    - a. Terminology
      - 1) Amphetamines
      - 2) Nicotine
      - 3) Caffeine
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 5. Opiates
    - a. Terminology
      - 1) Natural Derivatives
      - 2) Synthetics
      - 3) Antagonists
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 6. Hallucinogens
    - a. Terminology
      - 1) Natural Derivatives
      - 2) Synthetics
      - 3) Antagonists
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 7. Cannabinoids
    - a. Terminology
    - b. Physiological Effects
    - c. Psychological Effects
    - d. Withdrawal Syndrome
    - e. Drug Interactions
    - f. Treatment Applications
  - 8. Other
    - a. Inhalants
    - b. Designer Drugs
    - c. Steroids
    - d. OTC Drugs
- C. The Addiction Process
  - 1. The Disease Model
  - 2. Tolerance Mechanisms
  - 3. Detoxification
  - 4. Stages of Addiction
- D. The Recovery Process
  - 1. Medical Stabilization
  - 2. Non-Pharmaceutical Treatment Applications
  - 3. Unsafe Medication in Recovery
  - 4. Safe Medication in Recovery
  - 5. Dual Disorders

II. COUNSELING PRACTICE
- A. Client Evaluations
  - 1. Screening
  - 2. Intake
  - 3. Assessment
  - 4. Diagnostic Criteria
- B. Treatment Planning
  - 1. Problems, Identification, and Ranking
  - 2. Goals and Objectives
  - 3. Treatment Process and Resources Defined
  - 4. Levels of Care
- C. Counseling
  - 1. Problems and Ramifications
  - 2. Examination of Attitudes/Feelings
  - 3. Consideration of Alternative Solutions
  - 4. Skills
    - a. Individual
    - b. Group
    - c. Family/Significant Others
    - d. Intervention
- D. Patient Care/Management
  - 1. Case Management
  - 2. Crisis Intervention
    - a. Identification
    - b. Resolution
  - 3. Referral
  - 4. Reports and Recordkeeping
  - 5. Consultation
- E. Education
  - 1. Orientation
  - 2. Alcohol and Drug Information
  - 3. Non-Drug Issues
    - a. Mental
    - b. Emotional
    - c. Psychological
    - d. Nutritional
    - e. Disease
  - 4. Self-Help Programs
  - 5. Research
- F. Continuing Care
- G. Specials Issues/Populations
  - 1. Adolescence
  - 2. Geriatrics
  - 3. Gender
  - 4. Sexual
  - 5. Cultural